

UPDATE YOUR ONLINE COMPANY PROFILE

HOW TO UPDATE YOUR COMPANY PAGE
ON AUSTRALIANMADE.COM.AU



UPDATING YOUR COMPANY PROFILE

➔ **1** Log in to your licensee account

Please enter your username and password to access your account.

Username

Password

🖱️ **2** Scroll down to the **'Online profile'** section on the dashboard and click on the **'Update online profile'** button.

Online profile

Manage your complimentary online product and business listings on the Australian Made website. Add images, logos and product information, as well as links to retailers, ecommerce sites and social media platforms.





3 Click on the yellow **'Edit Company Profile'** button. This will open the **'Manage your company page'**, which is a preview of your profile page.

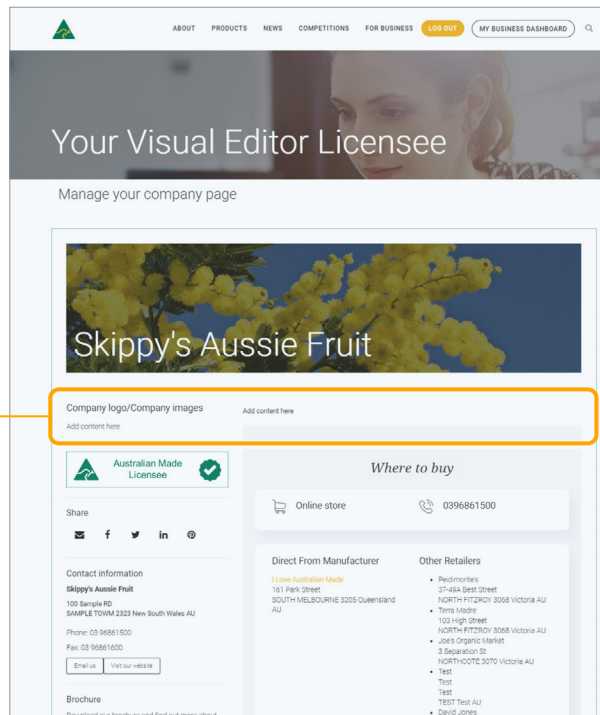



4 Here you can add a company logo, images and videos, a company description, contact details and social media links.


COMPANY LOGO, IMAGES AND VIDEOS

 **1** On the **'Manage your company'** page, click on the **'Company logo/Company images'** section. This will open the Edit Gallery pop-up window. Here you can upload your company's logo and images and/or YouTube links.


 **2** To add a logo, go to the **'Company Logo'** section at the top and click on the yellow **Browse** buttons to select your files. Once selected, hit the **'Upload'** button to save it to your page.




 **3** To add other images, go to the **'Licensee images & videos'** section and click on the yellow **'Browse'** button to select your file. Please upload your logo first. Images need to be uploaded individually. Once selected, hit the **'Upload'** button to save it to your page.

 **4** To upload a video, copy and paste the appropriate YouTube link into the Insert YouTube URL box and click **'Update'**.

Please note: YouTube videos will appear as the YouTube icon.

 **5** When you are finished, click the yellow **'Close'** button. Changes will appear within 24 hours.


COMPANY DESCRIPTION AND CONTACT DETAILS

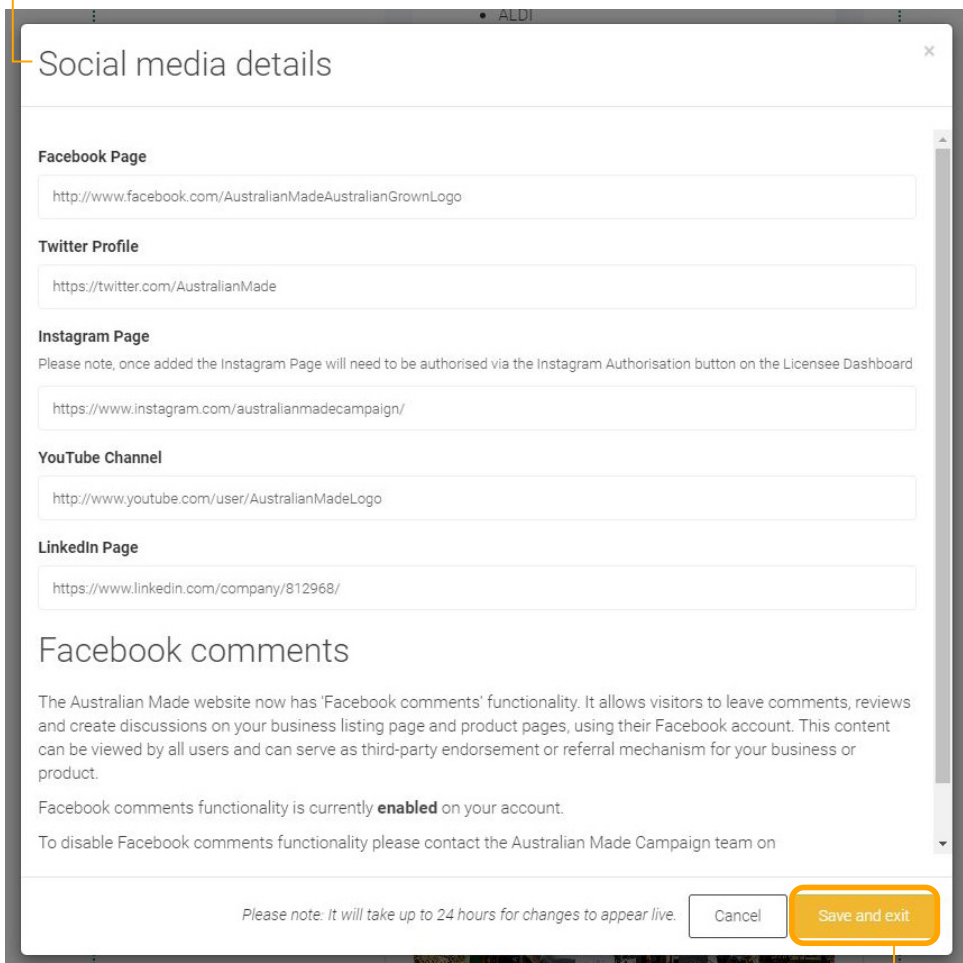
 **1** On the **'Manage your company'** page, click either the **'Content'** or **'Contact information'** sections. This will open a pop-up window where you can edit your details.

Please note: This information will pull through to every product page associated with your company - it cannot be changed on the individual profile pages.

 **2** When you are finished, click the yellow **'Save and exit'** button. Changes will appear within 24 hours.

SOCIAL MEDIA LINKS

-  **1** On the **'Manage your company'** page, scroll down and click on the Social – **'Connect with us'** section. This will open the **'Social media details'** pop-up window where you add/update your accounts.



Social media details

Facebook Page

Twitter Profile

Instagram Page

Please note, once added the Instagram Page will need to be authorised via the Instagram Authorisation button on the Licensee Dashboard

YouTube Channel

LinkedIn Page


Facebook comments


The Australian Made website now has 'Facebook comments' functionality. It allows visitors to leave comments, reviews and create discussions on your business listing page and product pages, using their Facebook account. This content can be viewed by all users and can serve as third-party endorsement or referral mechanism for your business or product.


Facebook comments functionality is currently **enabled** on your account.


To disable Facebook comments functionality please contact the Australian Made Campaign team on

Please note: It will take up to 24 hours for changes to appear live.

-  **2** When you are finished, click the yellow **'Save and exit'** button. You'll now need to authorise your Instagram page to display content on AMCL's website

-  **3** Go to the **'Licensee Dashboard'**. On the Licensee Dashboard page you should see a yellow box asking you to authorise your Instagram page. Alternatively, if this box isn't there you can scroll down to the **'Online Profile'** section and click the **'Instagram Authorisation'** button.

-  **4** Once you're on the **'Instagram Authorisation'** page, the Instagram accounts you've linked to your Australian Made profile will be listed. You'll need to click on the **'Authorise'** button next to each of them, sign into the relevant Instagram account and give permission to Instagram to share your page's content on AMCL's website.

-  **5** Once completed, it will take you back to the **'Instagram Authorisation'** page, and a **'Done'** button will appear next to the Instagram Handle. You can remove these permissions anytime by clicking the **'X'** button next to the Instagram handle.



If you have any difficulties logging in to your account, please call us on **1800 350 520** or email **info@australianmade.com.au**

For queries regarding your invoice or payment, please email **accounts@australianmade.com.au**

FIND OUT MORE AT AUSTRALIANMADE.COM.AU